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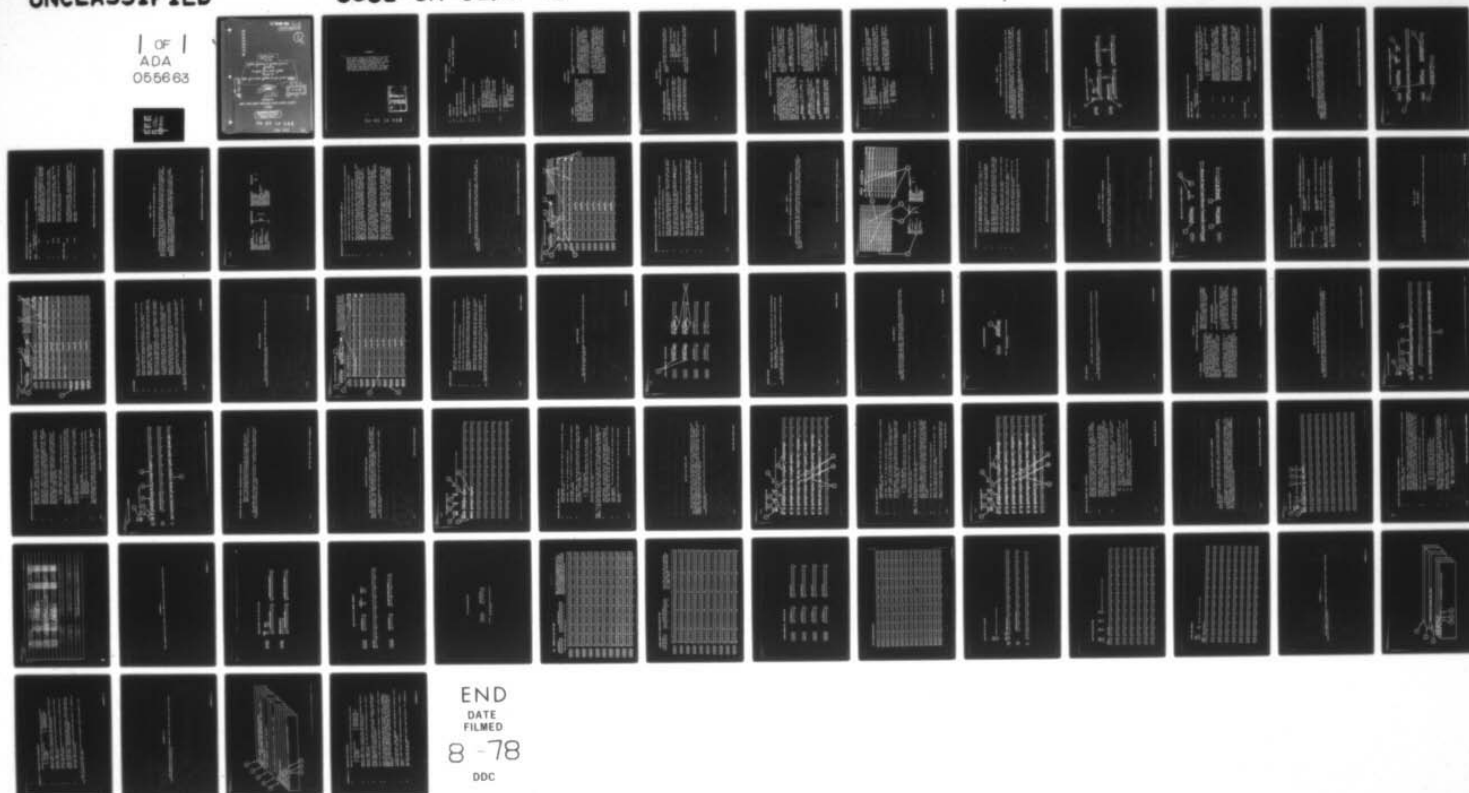
NAVAL INTELLIGENCE PROCESSING SYSTEM SUPPORT ACTIVITY--ETC F/G 9/2
USERS GUIDE FOR THE GENERAL WORKING-FILE DATABASE FACILITY SUPP--ETC(U)
JUN 78

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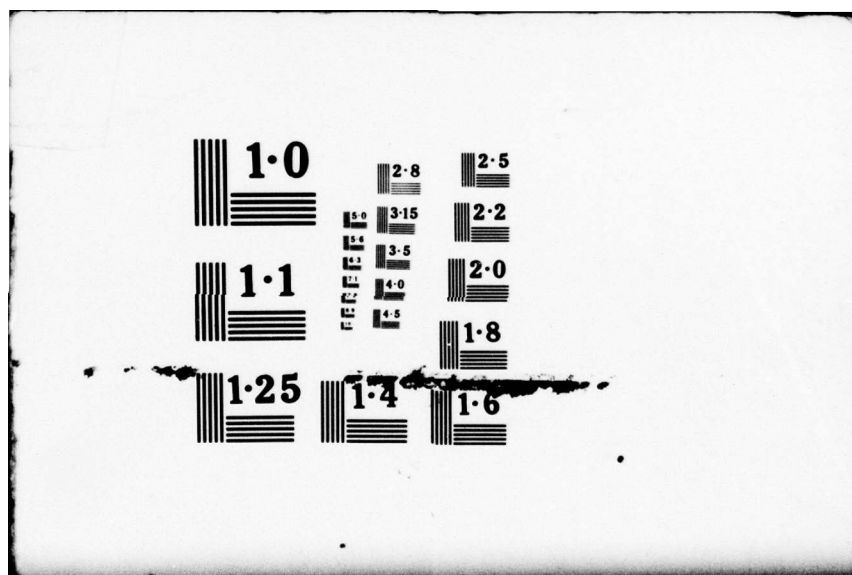
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USERS GUIDE
FOR THE

GENERAL WORKING-FILE DATABASE FACILITY
SUPPORTING

THE NAVAL INTELLIGENCE COMMAND
THROUGH THE

NAVAL INTELLIGENCE COMMAND ON-LINE SYSTEM (NICOLS).

VERSION 1.

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JUN 1978

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FOREWORD

This Users Guide is designed to be used as a quick reference to assist you in defining automated working files. Each function is prepared separately with an illustration. The remainder of the Guide has been organized with the pages horizontal instead of vertical to make the instruction format more effective.

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SECTION 1

INTRODUCTION

1.1. Purpose.

The general "working-file" database facility has been established to provide Naval Intelligence Command personnel with the capability to establish and maintain individual working files within the Naval Intelligence Command On-line System (NICOLS). Designed with an emphasis on rapid implementation and ease of use, the working-file facility combines database management capabilities with a

query and report writing facility known as CULPRIT.

This Users Guide is designed for use by NAVINTCOM personnel who have a need for immediate computer support. You should consult the NIPSSA Database Administration staff or your organization's ADP coordinator to be sure the working-file facility will support your application.

The facility and users guide is also available for use by non-NAVINTCOM personnel on an as-available basis. The purpose is to make a classified automated data processing capability accessible to persons who participate in the intelligence cycle but have not access to other classified processing environments.

SECTION 2

CAPABILITY DESCRIPTION

2.1. Facility Capabilities.

The working-file database facility has been designed to:

1. Establish an unlimited number of individual files for one or more users.
2. Store up to 2000 records in each file in an order determined by the user.
3. Store up to 500 characters of user-defined data in each record within the file.

4. Maintain the following system information on each file for reference purposes:

- a. File security classification and handling.
- b. File creation and update dates.
- c. File user identification.
- d. File titles.

5. Print the file contents or selected portions of the file in various orders and report formats.

2.1

2. CAPABILITY DESCRIPTION

SECTION 3

CREATING AND MAINTAINING THE WORKING-FILE

3.1. Overview.

This portion of the Users Guide describes the procedures for creating and maintaining your working file. Each function is described separately using an illustration of the standard input form and instructions for completing the form. A "training file" is used throughout this Guide as an example to illustrate how to define your file and prepare your input forms. The instructions use some terms which may need clarification. The terms used throughout the Guide are:

Character - a letter, number, or special symbol such as a "+", "-", or ".".

Data Field - a collection or combination of characters identifying a specific item of information, such as date or social security number.

Field Position - a specific space or group of spaces defined on an input form.

Record - a collection of related data fields that have been defined on the standard working-file input form

and which will be stored as a database record in the NICOLS system.

File - a collection of records belonging to a specific user. For example, a personnel file is made up of a collection of records on individuals within an organization.

Input Form - a form designed by the user which designates data field positions and which will be used for coding data.

3.2. File Creation and Maintenance Functions.

The remainder of this section describes the various steps you should follow to create and maintain your individual working-file. Illustrations of the standard working-file input forms are provided using a training file as an example. Copies of all forms for reproduction use are provided in Appendix A.

File creation and maintenance steps are separated into three groups:

1. File Creation.

- a. Identification of the file user to NICOLS.

b. Identification of the file control information to NICOLS.

c. Definition of file records for maintenance.

d. Definition of file records for query and report preparation.

2. File Maintenance.

a. Modification of file control information.

b. Update of file records:

- (1). Add records.
- (2). Modify records.
- (3). Delete records.

3. File Deletion.

The steps in group one are performed only one time when you initially define your file to the NICOLS system.

The steps in group two are performed any time you wish to update your file using the input forms you designed in group one.

The step in group three is performed when you no longer have need for your working-file and wish to delete the entire file from the NICOLS database.

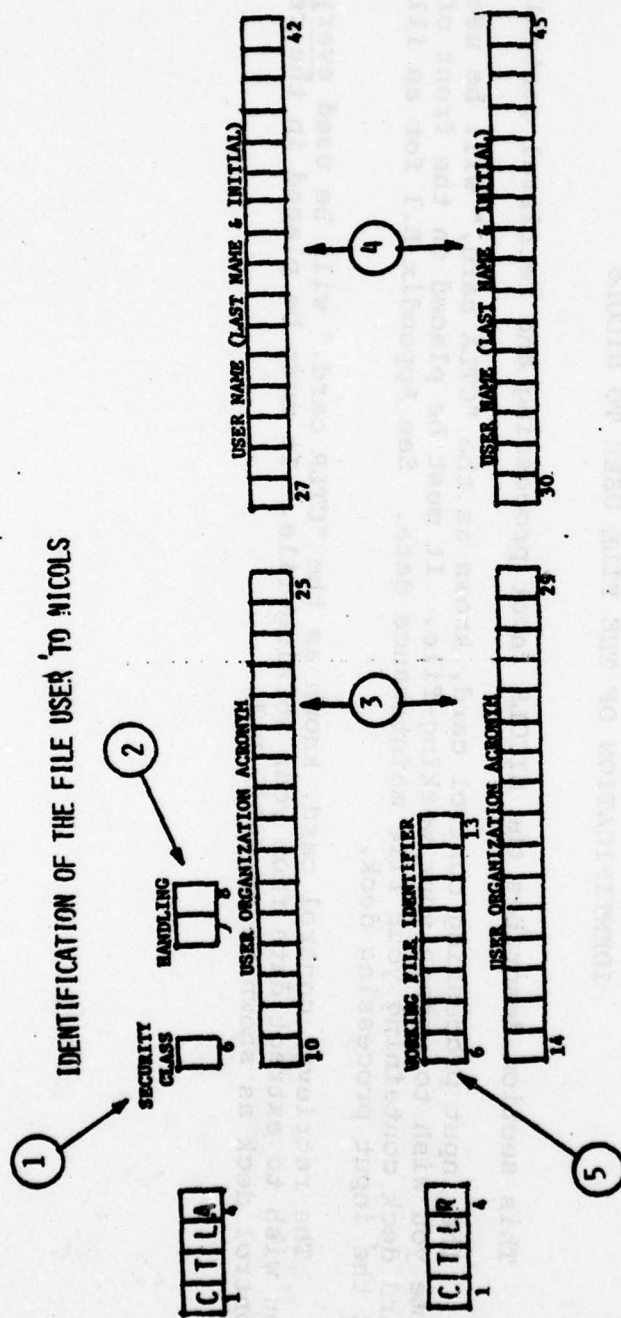
GROUP I - STEP 1

IDENTIFICATION OF THE FILE USER TO NICOLS

This section describes the NICOLS input processing and retrieval control cards.

The input processing control card, known as the "CTLA card," will be used every time you wish to update your working-file. It must be placed on the front of the card deck containing your file maintenance data. See Appendix B.1 for an illustration of the input processing deck.

The retrieval control card, known as the "CTLR card," will be used every time you wish to extract data from your working-file. It must be placed in the retrieval control deck as shown in Appendix B.1.



IDENTIFICATION OF THE FILE USER TO NICOLS.

CTLA INPUT LINE

| Item | Field Position On Input Form | Data Field Name and Description |
|------|---------------------------------|---------------------------------|
|------|---------------------------------|---------------------------------|

1 6 SECURITY CLASSIFICATION OF FILE. Enter the security classification for the file. Valid codes are:

U - Unclassified O - For Official Use Only
C - Confidential S - Secret
T - Top Secret

2 7 - 8 SECURITY RELEASIBILITY/HANDLING CODE. Enter the releasibility/handling code for the file. This code must conform to DIAM 65-19, "Standard Security Markings." No releasibility restriction is imposed if the field is left blank.

3 10-25 USER ORGANIZATION ACRONYM. Enter the acronym of your organization. Check with the NIPSSA Database Administration staff or your organization ADP coordinator for the proper acronym spelling.

4 27-42 USER PERSON NAME. Enter your name. Start your last name in the leftmost position of the field. Follow your last name with your initials. Do not use periods or commas. NOTE: This is your permanent identifier to the NICOLS system. Be sure to spell it the same each time.

CTLR INPUT LINE

5 6-13 WORKING FILE IDENTIFIER. Enter the name of the working file as assigned.

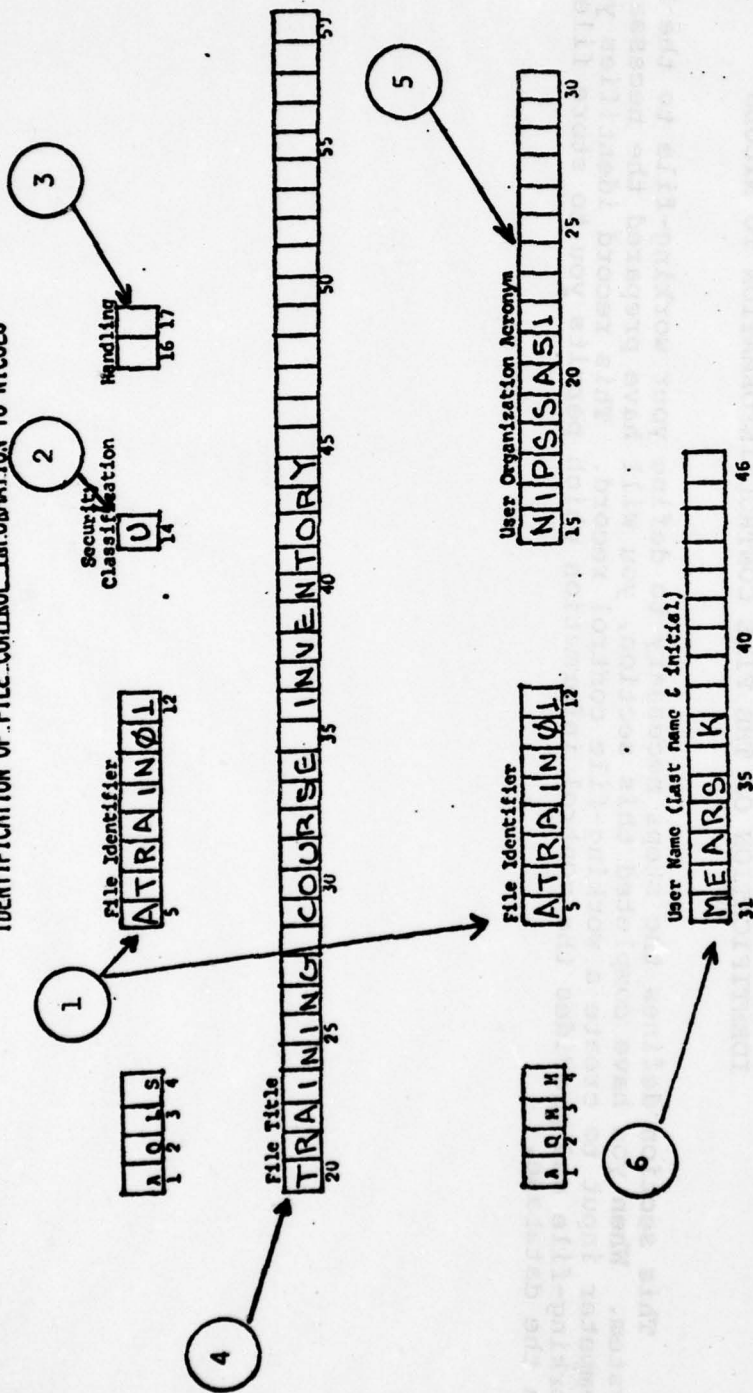
3.5 IDENTIFICATION OF THE FILE USER TO NICOLS

GROUP 1 STEP 2

IDENTIFICATION OF THE FILE CONTROL INFORMATION TO NICOLS

This section defines the steps necessary to define your working-file to the NICOLS system. When you have completed this section, you will have prepared the necessary computer input to create a working-file control record. This record identifies your working-file and provides the control information which permits you to store file records in the database.

IDENTIFICATION OF FILE CONTROL INFORMATION TO NICOLS



IDENTIFICATION OF THE FILE CONTROL INFORMATION TO NICOLS

AOLS INPUT LINE

| Item | Field Position on Input Form | Data Field Name and Description |
|------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 5-12 | FILE IDENTIFIER. Obtain an identifier for your file from your organization ADP coordinator or the NIPSSA Database Administration staff. Enter the identifier in the space provided on the form. |
| 2 | 14 | SECURITY CLASSIFICATION OF FILE. Enter the same classification as used on the CTLA card previously. |
| 3 | 15-16 | SECURITY RELEASIBILITY/HANDLING CODE. Enter the same releasibility codes as used on the CTLA card. |
| 4 | 20-59 | FILE TITLE. Enter up to 40 characters of descriptive title for your working-file. |

AQMM INPUT LINE

| | | |
|---|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | 15-30 | USER ORGANIZATION ACRONYM. Enter the acronym assigned to your organization. See your organization ADP coordinator or the NIPSSA Database Administration staff. |
| 6 | 31-46 | USER NAME. Enter your name exactly as entered on the CTLA card. |

GROUP I STEP 3

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 1)

This section describes the procedures used to define the way the working-file detail record will look. When you have completed both parts of this section, you will have created an entry form which can be reproduced and used to prepare information for loading your working-file.

Part 1 assists you in determining what data fields you wish to store in your working-file, how to define their characteristics, assign names by which the NICOLS system will recognize each data field, and determine the order in which file records will be stored in the database.

| <u>Data Element</u> | <u>Length/Numeric</u> | <u>Data Field Name</u> | <u>Importance</u> |
|------------------------------|-----------------------|------------------------|-------------------|
| <u>Training course title</u> | 40 | <u>COURSE-TITLE</u> | |
| Vendor | 4 | COURSE-VENDOR | D1 |
| Course identifier | 10 | COURSE-IDENT | D2 |
| Cost | 4 | COURSE-COST | |
| Dates offered | 6X8 | DATE-OFFERED(A thru H) | |
| Dates registration due | 6X8 | DATE-DUE(A thru H) | |
| Hours | 3 | COURSE-HOURS | |
| Course category | 1 | COURSE-CATEGORYA | |
| Course sub-category | 1 | COURSE-CATEGORYB | |
| Abstract | 350 | COURSE-ABSTRACT | |

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 1)

- 1 Write down a list of data fields you wish to store in the working-file.
- 2 Indicate the number of characters (length) of each data field.
- 3 Mark "N" beside those elements which contain only numbers.
- 4 Write the name you wish to use when referring to each data field. This name may be up to 16 characters long. You may join two words with a hyphen if you wish as long as the name doesn't begin or end with a hyphen. The first character of the name must be alphabetic (A-Z). The rest of the name may be any combination of letters, numbers, or hyphen characters.
- 5 Indicate which fields will be used to uniquely identify each working-file record. This means that the field or fields you select will combine to contain values which will not be duplicated by another record. The combination of identifier fields must be 16 characters or less. Show the most important identifier field as "D1," less important fields by "D2," "D3," etc.
- 6 When a field is to be repeated more than once, show the length of the field followed by "x" and the number of times it is repeated. Put a suffix (A thru H, above, for example) on the data field name so that you can request and query each individual data field. For example, the field "Date-Offered" is repeated 8 times. The first occurrence of the field is labeled "DATE-OFFEREDA", the second "DATE-OFFEREDB", etc.

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

Part 2 describes how to prepare your input data entry form. This form, once completed, may be reproduced and used to actually code information to be stored in the working-file.

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

8

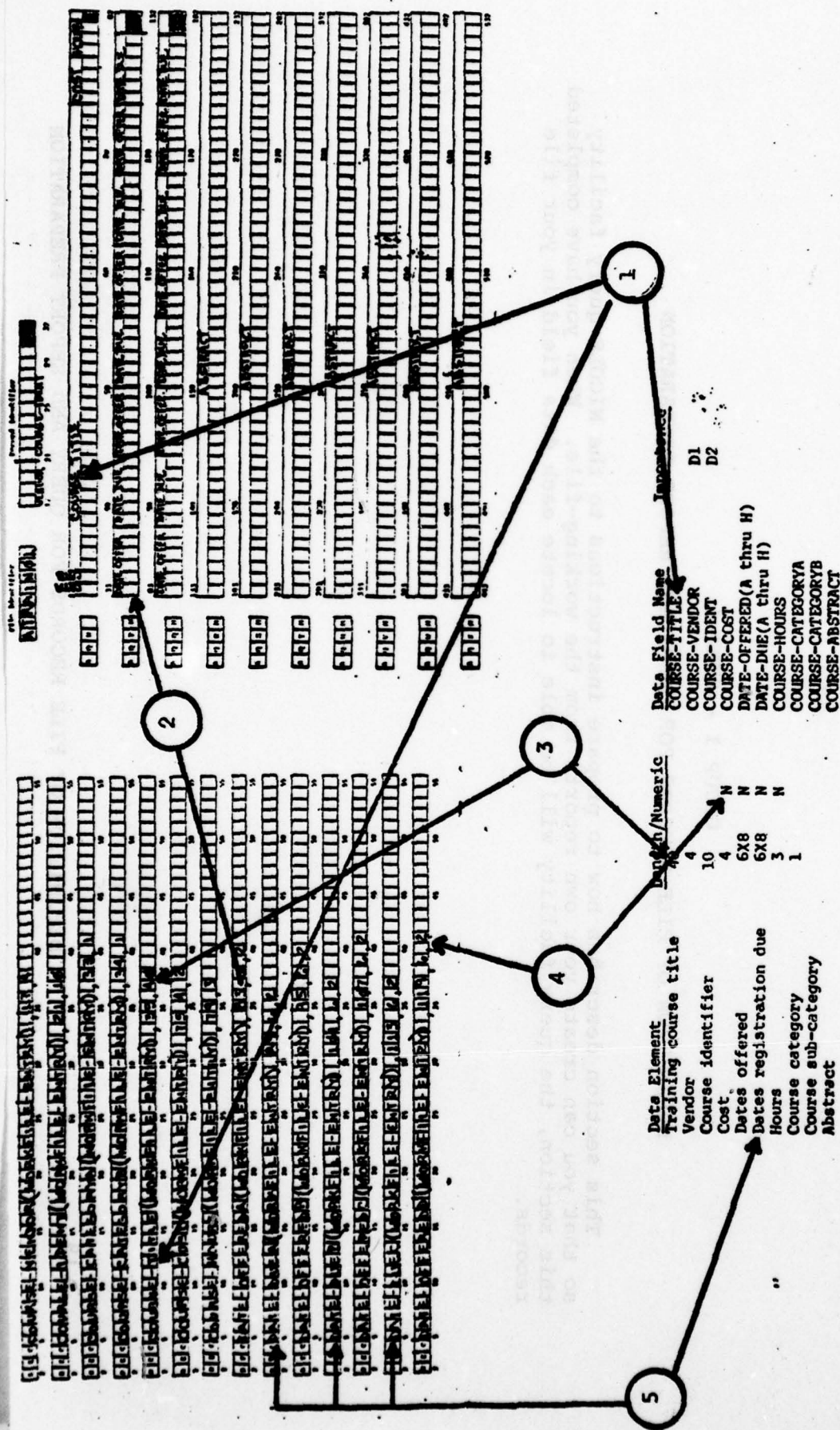
DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

- 1 Enter a "S" to instruct the system to store file records.
- 2 Enter the assigned name of the working-file.
- 3 Place vertical lines separating individual data fields which are used to uniquely identify each working-file entry. These are the fields which you marked "D1," "D2," etc., in part 1.
- 4 Write the name of each field in the record identifier above the spaces. These are the data fields which you have determined will uniquely identify each record in your working-file.
- 5 Mark out unused positions to reduce errors when entering data values in the identifier fields.
- 6 Place vertical lines separating individual data fields in the main area of the working-file record. Each space contains a single character of data. Allow as many spaces as required for the maximum number of characters in a data field.
- 7 Write the name of each field in the main area of the working-file record form above the spaces which will contain the field's data.
- 8 Mark out unused positions to reduce errors when entering data in the main area of the entry.

GROUP I - STEP 4

DEFINITION OF FILE RECORDS FOR QUERY AND REPORT PREPARATION

This section describes how to prepare instructions to the NICOLS query facility so that you can create your own reports from the working-file. When you have completed this section, the query facility will be able to locate each data field in your file records.



DEFINITION OF FILE RECORDS FOR QUERY AND REPORT PREPARATION

Using the RECORD DESCRIPTION FORM, mark the data fields to exactly match the data input form you prepared in Group I, Step 3.

1 Write the name of the data fields, one to a line, on the CULPRIT Record Description form. Follow each name with "WORKFILE-ENTRY" and a comma.

2 Using the Record Description Form and the working-file data input form, enter the number which corresponds to the first position of each field beside the field name on the CULPRIT description form. Write a comma after each position number.

3 Using your list of data fields, enter the number of characters (length) of each field beside the appropriate field name.

4 Using your list of fields, write a comma and the number "2" after any field which you have defined as containing only numbers.

5 Where the fields repeat, enter each field as a separate line on the CULPRIT description form using succeeding suffixes.

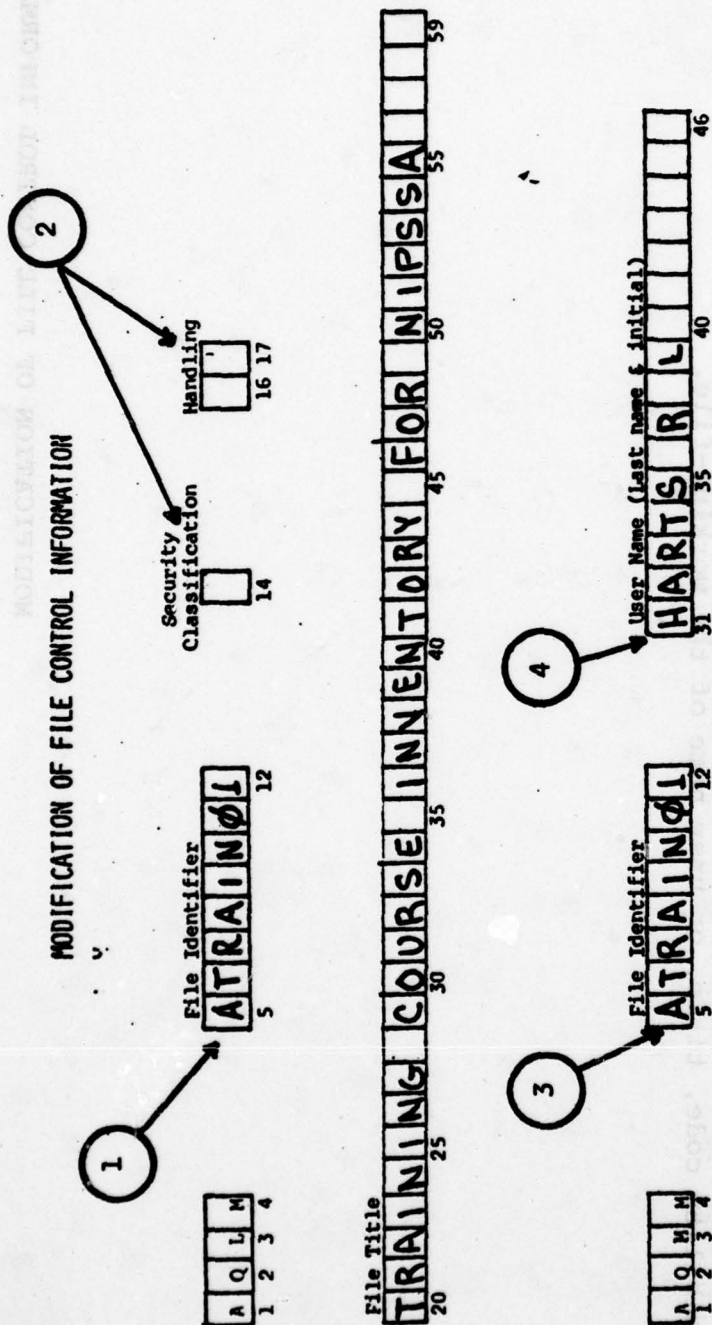
Punch the resulting definitions and place them as instructed into the query control deck described in Appendix B.2.

MODIFICATION OF FILE CONTROL INFORMATION

This section describes the steps necessary to modify the security classification, releasability code, title, or user name of the working-file.



MODIFICATION OF FILE CONTROL INFORMATION



MODIFICATION OF FILE CONTROL INFORMATION

AQLM INPUT LINE

| Item | Field Position on Input Form | Data Field Name and Description |
|-----------------|---------------------------------|--------------------------------------------------------------|
| 1 | 5-12 | FILE IDENTIFIER. Enter the assigned working-file identifier. |
| 2 | | Enter the field to be changed. |
| AQMM INPUT LINE | | |
| 3 | 5-12 | FILE IDENTIFIER. Enter the assigned working-file identifier. |
| 4 | 31-46 | USER NAME. Enter the changed person name. |

NOTE: The user organization information cannot be changed except by the Database Administration staff.

It is only necessary to prepare the input lines above when the data field on that line changes. The AQLM is not required, for example, if the only change is the name of the person controlling the working-file.

GROUP II STEP 2

ADD RECORDS

This section describes the steps necessary to add data records to the working-file you have created.

9

Identiflor

Record Identifier

| | | | | | | | |
|----------------------|----|----|----|----|----|----|----|
| 13 | 15 | 17 | 19 | 21 | 23 | 25 | 27 |
| VENDOR COUNTER IDENT | | | | | | | |
| each input line) | | | | | | | |

Notes: An asterisk (*) in any position of the input form will cause the corresponding position in the working-file record to be blanked out. Any character in any position of the input form will be stored in the corresponding position in the working-file record, replacing the character that previously existed in that position in the record.

[illegible]

ADD RECORDS

- 1 Enter a "S". This instructs the NICOLS system to store a new record in your working-file.
- 2 Enter the assigned working-file identifier. This identifier will be duplicated into all punched cards produced for this file.
- 3 Enter the data values which will uniquely identify the file record for later referral. These fields will be duplicated into all punched cards produced for this file record.
- 4 Enter data in the desired fields. Data for alphabetic fields normally begins in the left-most position of the field. Numeric data normally ends in the right-most position of the field.
- 5 It is advisable to enter zeros into all numeric fields which are not initially filled with data. This makes sure that a numeric field contains a numeric value and prevents errors in processing.
- 6 Numeric fields whose data is not large enough to fill all available positions should be filled with zeros from the left-most position of the field to the beginning of the numeric data.
- 7 Cross through entry lines which are not used. This assists the person who punches the lines in deciding which lines to punch and which to ignore.

The punched cards which are created as a result of this section are inserted into the computer control deck as described in Appendix B.1.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| [Faint grid lines and text across the page] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY RECORDS

This section describes the steps used when changing the information you have previously stored in the working-file.

MODIFY RECORDS

- 1 Enter "M." This instructs the NICOLS system to modify a working-file record.
- 2 Enter the assigned working-file identifier.
- 3 Enter the data which uniquely identifies the record to be modified.
- 4 Alphabetic data may be modified by simply replacing the characters or by entering an asterisk to delete the previous character in that position.
- 5 Numeric data may be modified by replacing the digits or by entering zeros to delete the data in the field and set its value to zero.
- 6 Cross out unused entry lines to assist the person who punches the cards in determining which lines to punch and which to ignore.

The punched cards which are created as a result of this section are inserted into the computer control deck as described in Appendix B.1.

DELETE RECORDS

This section defines the steps required to delete a record from your working-file which is no longer required.

3.35

DELETE RECORDS

1

GENERAL WORKING-FILE - RECORD DELETION

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | | | | | |
|---|---|---|---|---|---|---|----|
| A | T | R | A | I | N | Ø | L |
| 5 | | | | | | | 12 |

| | | | | | | | |
|---|---|---|---|---|---|---|----|
| A | T | R | A | I | N | Ø | L |
| 5 | | | | | | | 12 |

| | | | | | | | |
|---|--|--|--|--|--|--|----|
| | | | | | | | |
| 5 | | | | | | | 12 |

| | | | | | | | |
|---|--|--|--|--|--|--|----|
| | | | | | | | |
| 5 | | | | | | | 12 |

| | | | | | | | |
|----|---|---|---|---|---|---|----|
| C | U | L | L | A | Ø | Ø | 4 |
| 13 | | | | | | | 28 |

| | | | | | | | |
|----|---|---|---|---|---|---|----|
| C | U | L | L | A | Ø | Ø | 4 |
| 13 | | | | | | | 28 |

| | | | | | | | |
|----|--|--|--|--|--|--|----|
| | | | | | | | |
| 13 | | | | | | | 28 |

| | | | | | | | |
|----|--|--|--|--|--|--|----|
| | | | | | | | |
| 13 | | | | | | | 28 |

2

DETAIL RECORDS

DETAIL RECORDS

DELETE RECORDS

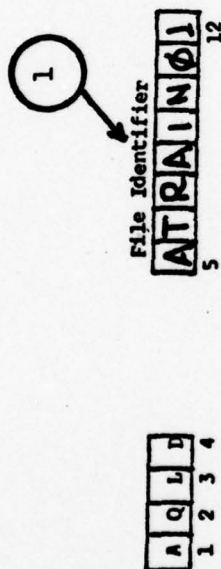
- 1 FILE IDENTIFIER. Enter the assigned identifier for the working-file.
- 2 RECORD IDENTIFIER. Enter the values which uniquely identifies the record to be deleted.

The punched card which results from this section is inserted into the computer control deck as described in Appendix B.1.

FILE DELETION

This section defines the steps required to delete a working-file from the data-base when it is no longer required. Once the working-file has been deleted, all data within the file is physically erased and no longer accessible.

FILE DELETION FROM NICOLS



CAUTION: This will erase your entire Working-File from the database.

FILE DELETION

1 FILE IDENTIFIER. Enter the assigned identifier of the working-file.

The punched card which results from this section is inserted into the computer control deck described in Appendix B.1.

SECTION 4

RETRIEVING DATA FROM THE WORKING-FILE

4.1. Overview.

This portion of the Users Guide describes the procedures for creating reports to display data stored in your working-file. Each output function is described separately, using illustrations to assist you. Retrieval support is provided through the CULPRIT report and query facility. This facility provides a very fast and easy means to producing useful reports.

This Guide will not describe all of the features of CULPRIT. Instead, it will concentrate on showing you how to prepare basic reports and queries. Once you have mastered the basic features of the facility, the Database Administration staff or your organization ADP coordinator will assist you in preparation of more

complex reports. A copy of the CULPRIT User's Manual, published by the package vendor, is available from the Database Administration staff upon request.

4.2. Retrieval Support.

The working-file system provides you with two retrieval aids:

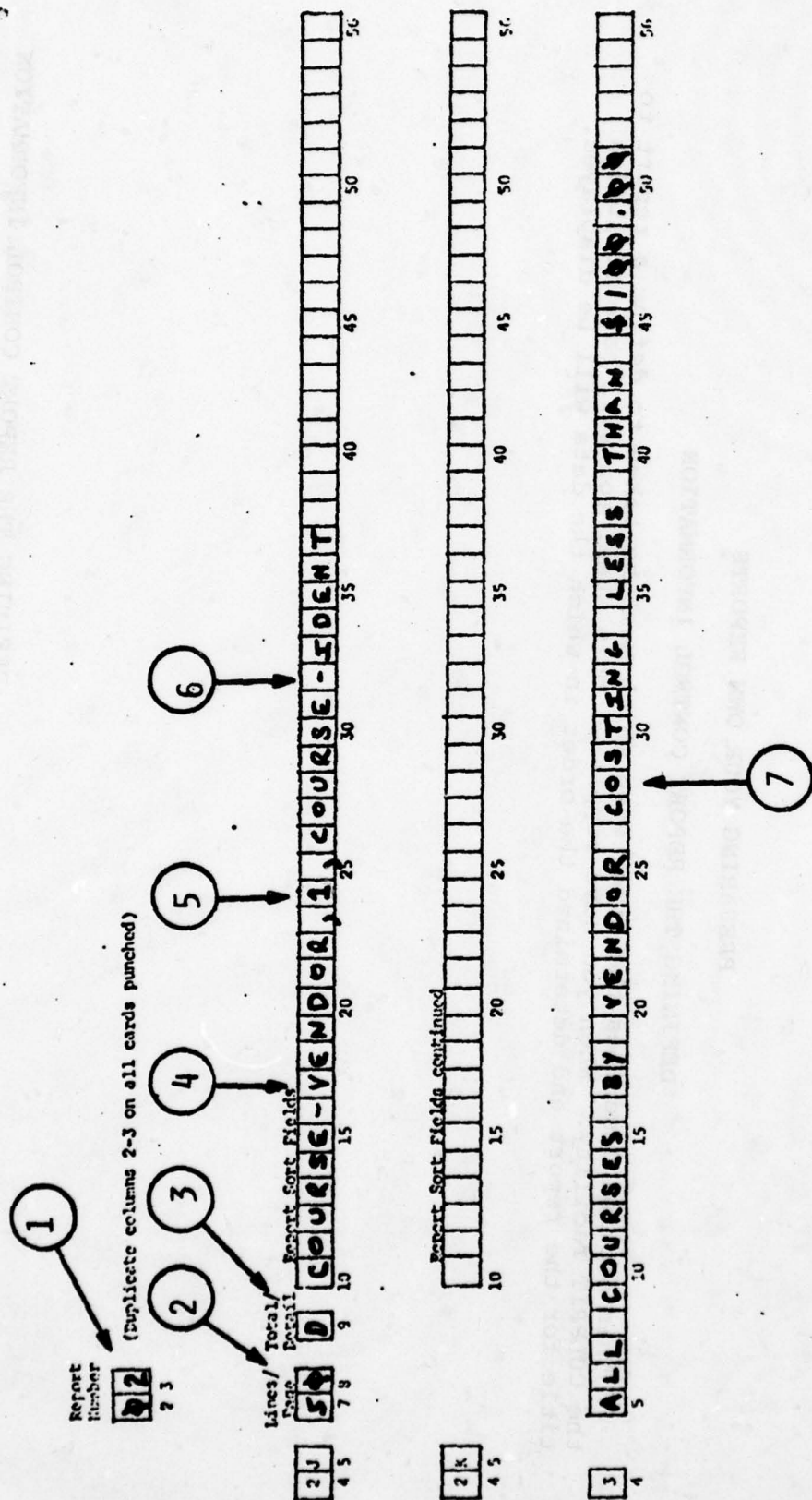
- a. A prepared CULPRIT report which prints the contents of your working-file in a predefined format. This report, called the "file list", is particularly useful when updating the contents of your file.
- b. Detailed instructions for preparing your own reports. Each parameter used by CULPRIT is described in detail.

PREPARING YOUR OWN REPORTS

DEFINING THE REPORT CONTROL INFORMATION

This section describes the first step which must be taken to define a report to the CULPRIT facility. When you have completed this step, you will have created a title for the report and determined the order in which the data will be displayed.

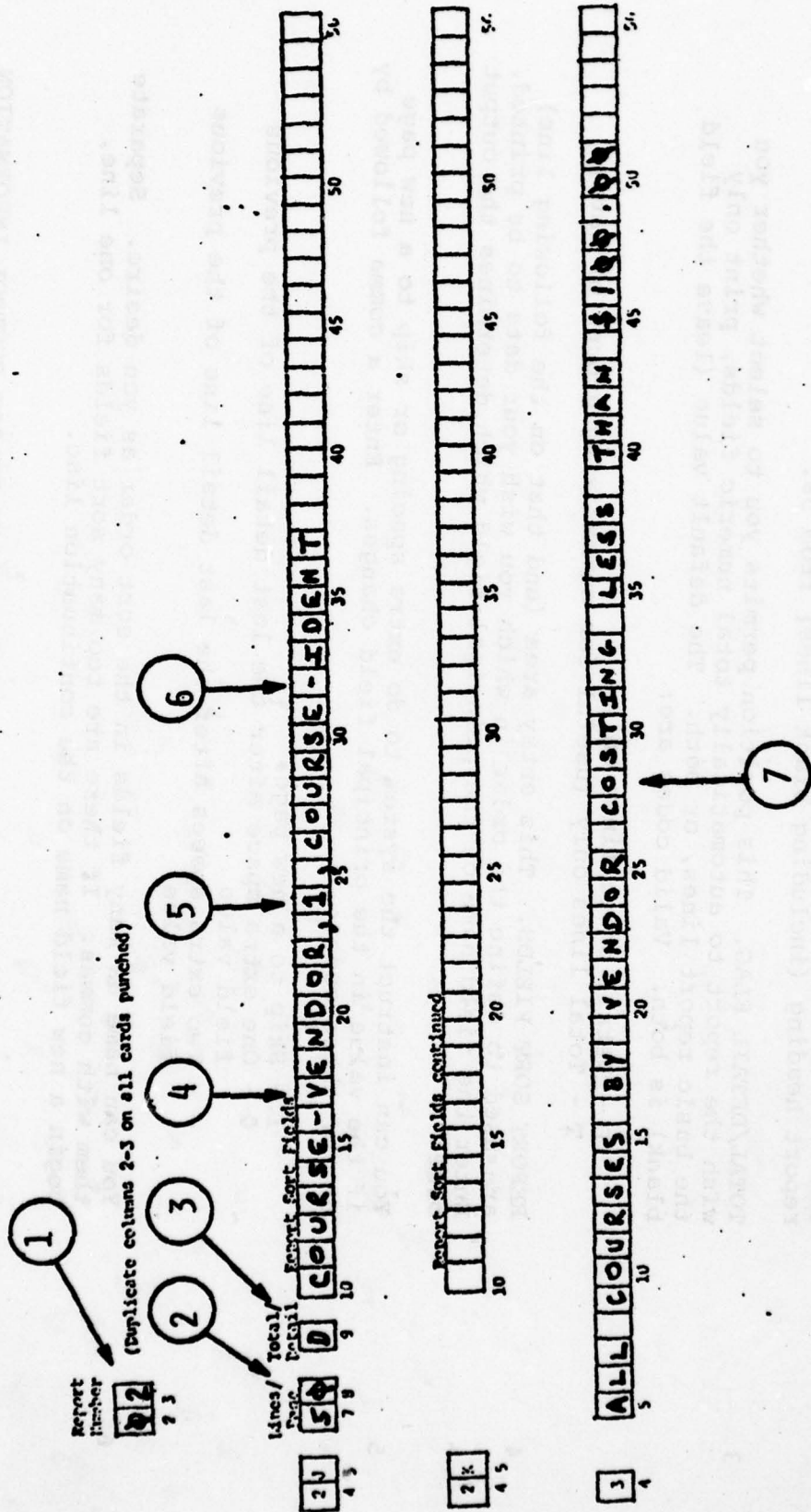
CULPRIT SORT AND TITLE STATEMENTS



DEFINING THE REPORT CONTROL INFORMATION

- 1 **REPORT NUMBER.** Enter a two-digit report identifier ranging from "02" through "99". Each of your reports should have a different identifier so that you can use several reports at the same time.
- 2 **LINES PER PAGE.** Enter a two-digit number which defines the number of report lines to print on a page. The maximum number is 58. To compute the number of available lines, subtract the number of lines in your report heading (including blank lines) from 58.
- 3 **TOTAL/DETAIL FLAG.** This position permits you to select whether you wish the report to automatically total numeric fields, print only the basic report lines, or both. The default value (leave the field blank) is both. Valid codes are:
 - D - Detail basic lines only
 - T - Total lines only (useful for summarizing groups of data)
- 4 **REPORT SORT FIELDS.** This entry area (and that on the following line) are used to define the order in which you wish your data to be printed. Enter the field name of the principal field which determines the output order.
- 5 You can instruct the system to do extra spacing or skip to a new page if the value in the principal field changes. Enter a comma followed by one of these codes:
 - 1 - Skip to a new page
 - 0 - One extra space after the last detail line of the previous field value
 - - Two extra spaces after the last detail line of the previous field value
- 6 You can name as many fields in the sort order as you desire. Separate them with commas. If there are too many sort fields for one line, begin a new field name on the continuation line.

4.6 CULPRIT SORT AND TITLE STATEMENTS



DEFINING THE REPORT CONTROL INFORMATION (CONTINUED)

7

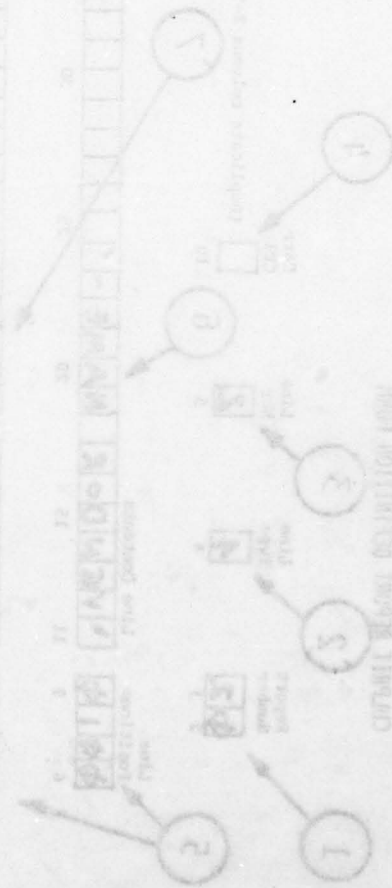
Enter the title you wish printed at the top of each page of the report. The CULPRIT facility automatically centers the title. A page number and report date are automatically added to the title line.

The punched cards resulting from this section are added to those prepared in the two sections following to form a report definition. This deck is inserted as shown in Appendix B.2 to produce the report.

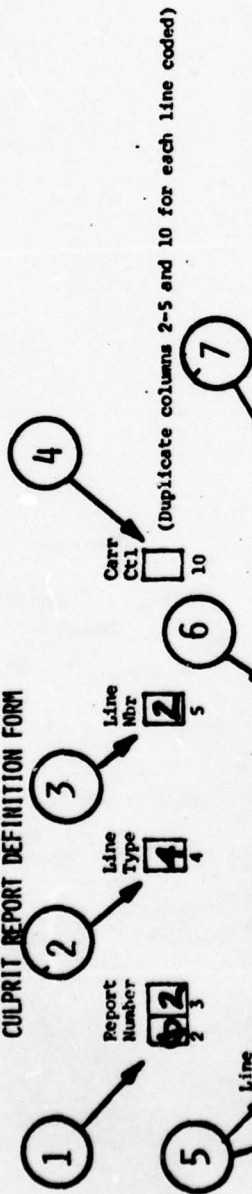
DEFINING THE REPORT HEADING

This section describes how to define a heading for your report. CULPRIT permits the user to define up to eight separate lines of heading (not including any blank lines you request). The working-file facility reserves heading line one for printing security classification. This is described in a later section.

When you have completed this section, you will have defined the basic heading lines for your report.



CULPRIT REPORT DEFINITION FORM



| Line Position | Line Contents | Line Nbr | Line Type | Carr Ctl |
|---------------|---------------|----------|-----------|----------|
| 6 | NAME - | 2 | 4 | 10 |
| 9 | NAME - | 2 | 4 | 10 |
| 11 | NAME - | 2 | 4 | 10 |
| 15 | NAME - | 2 | 4 | 10 |
| 20 | NAME - | 2 | 4 | 10 |
| 25 | NAME - | 2 | 4 | 10 |
| 30 | NAME - | 2 | 4 | 10 |
| 35 | NAME - | 2 | 4 | 10 |
| 40 | NAME - | 2 | 4 | 10 |
| 45 | NAME - | 2 | 4 | 10 |
| 50 | NAME - | 2 | 4 | 10 |
| 55 | NAME - | 2 | 4 | 10 |
| 60 | NAME - | 2 | 4 | 10 |
| 6 | COURSE - | 2 | 4 | 10 |
| 9 | COURSE - | 2 | 4 | 10 |
| 11 | COURSE - | 2 | 4 | 10 |
| 15 | COURSE - | 2 | 4 | 10 |
| 20 | COURSE - | 2 | 4 | 10 |
| 25 | COURSE - | 2 | 4 | 10 |
| 30 | COURSE - | 2 | 4 | 10 |
| 35 | COURSE - | 2 | 4 | 10 |
| 40 | COURSE - | 2 | 4 | 10 |
| 45 | COURSE - | 2 | 4 | 10 |
| 50 | COURSE - | 2 | 4 | 10 |
| 55 | COURSE - | 2 | 4 | 10 |
| 60 | COURSE - | 2 | 4 | 10 |
| 6 | | 2 | 4 | 10 |
| 9 | | 2 | 4 | 10 |
| 11 | | 2 | 4 | 10 |
| 15 | | 2 | 4 | 10 |
| 20 | | 2 | 4 | 10 |
| 25 | | 2 | 4 | 10 |
| 30 | | 2 | 4 | 10 |
| 35 | | 2 | 4 | 10 |
| 40 | | 2 | 4 | 10 |
| 45 | | 2 | 4 | 10 |
| 50 | | 2 | 4 | 10 |
| 55 | | 2 | 4 | 10 |
| 60 | | 2 | 4 | 10 |
| 6 | | 2 | 4 | 10 |
| 9 | | 2 | 4 | 10 |
| 11 | | 2 | 4 | 10 |
| 15 | | 2 | 4 | 10 |
| 20 | | 2 | 4 | 10 |
| 25 | | 2 | 4 | 10 |
| 30 | | 2 | 4 | 10 |
| 35 | | 2 | 4 | 10 |
| 40 | | 2 | 4 | 10 |
| 45 | | 2 | 4 | 10 |
| 50 | | 2 | 4 | 10 |
| 55 | | 2 | 4 | 10 |
| 60 | | 2 | 4 | 10 |
| 6 | | 2 | 4 | 10 |
| 9 | | 2 | 4 | 10 |
| 11 | | 2 | 4 | 10 |
| 15 | | 2 | 4 | 10 |
| 20 | | 2 | 4 | 10 |
| 25 | | 2 | 4 | 10 |
| 30 | | 2 | 4 | 10 |
| 35 | | 2 | 4 | 10 |
| 40 | | 2 | 4 | 10 |
| 45 | | 2 | 4 | 10 |
| 50 | | 2 | 4 | 10 |
| 55 | | 2 | 4 | 10 |
| 60 | | 2 | 4 | 10 |

DEFINING THE REPORT HEADING

- 1 REPORT NUMBER. Enter the number of the report you are preparing, ranging from "02" to "99".
- 2 LINE TYPE. Enter "4" to identify a heading line.
- 3 LINE NUMBER. Enter "2" through "8" as desired, identifying the heading line to be defined.
- 4 CARRIAGE CONTROL. You may define controls which force extra blank lines or a skip to a new page. The requested function occurs before the line is printed. Valid codes are:

- 1 - Skip to a new page
- 0 - Leave one blank line before the line to be printed
- - Leave two blank lines before the line to be printed

The default (leaving the position blank) is normal line to line spacing with no extra blank lines.

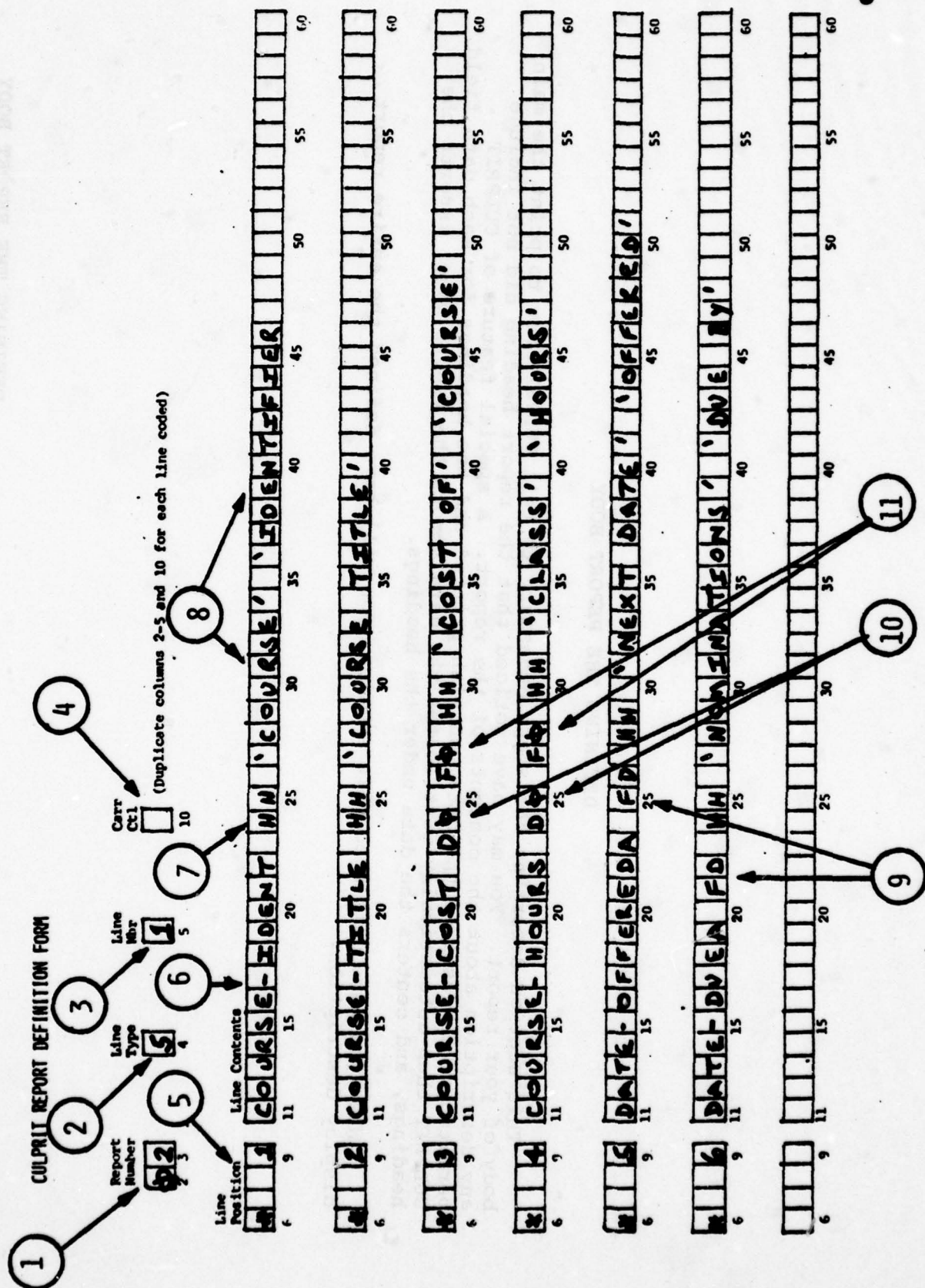
NOTE: All of the descriptions on this input description page refer to one line of the report. A new form should be used for each line. Once you have become familiar with CULPRIT, a general description form, supplied by the CULPRIT vendor, may be used.

- 5 LINE POSITION. The printer used by the NICOLS computer is capable of printing lines 132 characters long. Enter the desired print location for the left-most position of the information associated with the field name (see 7 below) or the literal text (see 6 below).
- 6 LINE CONTENTS. You may enter either text (literal) enclosed by single quote marks or
- 7 the name of a field which you have used in the sort control (previous section).

DEFINING THE REPORT BODY

This section describes the steps necessary to tell CULPRIT how to print the main body of your report. You may have noticed that the report heading did not include any description about the contents of the report. A special feature of CULPRIT permits you to describe the data you wish printed and the headings for each data field. CULPRIT then automatically distributes the data across the report page, inserts the headings, and centers the data under the headings.

When you have completed this section, you will have defined the entire report display description.



DEFINING THE REPORT BODY

1 REPORT NUMBER. Enter the number of the report you are preparing, ranging from "02" through "99".

2 LINE TYPE. Enter "5" to identify a report body line.

3 LINE NUMBER. Enter "1" through "8" as desired, identifying the report body line. CULPRIT prints report body lines in line number order.

4 CARRIAGE CONTROL. You may define controls which force extra blank lines or a skip to a new page. The requested function occurs before the line is printed. Valid codes are:

- 1 - Skip to a new page
- 0 - Leave one blank line before the line to be printed
- - Leave two blank lines before the line to be printed

The default (leaving the position blank) is normal line to line spacing with no extra blank lines.

NOTE: All of the descriptions on this input description page refer to one line of the report. A new form should be used for each line.

5 LINE POSITION. Enter an asterisk in the left-most position of the field. This instructs CULPRIT to generate automatic headings for the data field. Enter a number in the right-most positions of the field to tell CULPRIT what order to place the fields on the report page, progressing from left to right.

6 Enter the name of the data field you wish displayed.

7 Enter "HH" after the data field name, separated by one space. This defines the heading control to CULPRIT.

8 Enter the literal you wish to use as a heading for the column where the element will be displayed. Two literals will produce two heading lines.

DEFINING THE REPORT BODY

CULPRIT REPORT DEFINITION FORM

The diagram illustrates the structure of the Culprit Report Definition Form, which is a 60-column grid. The form is divided into sections for different data types, with columns numbered 1 through 60. The sections are defined by the following field mappings:

- Line Position:** Columns 1-5 (Line Position 1-5)
- Line Type:** Columns 6-10 (Line Type 1-5)
- Line Content:** Columns 11-60 (Line Content 1-5)
- Line Number:** Columns 61-65 (Line Number 1-5)
- Line Title:** Columns 66-70 (Line Title 1-5)
- Line Date:** Columns 71-75 (Line Date 1-5)
- Line Time:** Columns 76-80 (Line Time 1-5)
- Line Location:** Columns 81-85 (Line Location 1-5)
- Line Status:** Columns 86-90 (Line Status 1-5)
- Line Action:** Columns 91-95 (Line Action 1-5)
- Line Result:** Columns 96-100 (Line Result 1-5)

The diagram also shows the flow of data from the form to the output, with arrows indicating the sequence of operations. The output is a 60-column grid, with columns numbered 1 through 60. The output is generated by the following sequence of operations:

- Line Position
- Line Type
- Line Content
- Line Number
- Line Title
- Line Date
- Line Time
- Line Location
- Line Status
- Line Action
- Line Result

DEFINING THE REPORT BODY (CONTINUED)

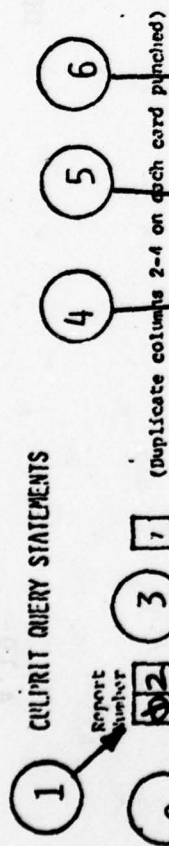
- 9 Dates may be automatically formatted by CULPRIT. Enter "FD" after the name of a date field and CULPRIT will insert slashes (/) between the month, day, and year. The date field must be defined as a 6-digit field and contain only numbers or an error will result.
- 10 CULPRIT assumes all numeric fields contain financial (dollar) data. It will automatically insert a period between the second and third digits of a numeric field when displaying the field unless you tell it otherwise. For numeric fields with no decimal positions, enter "D0". If the numeric field has one decimal position, enter "D1"; enter "D3" for three positions, etc. The default is two decimal positions.
- 11 CULPRIT automatically formats all numeric fields. It will place commas where appropriate to separate thousands and millions. It will also display leading zeros if desired. Valid codes are:
- F0 - Leading zeros are suppressed; commas are not inserted.
 - Fn - n may = 1-9; Leading zeros are suppressed except for the last n digits; commas are inserted.
 - FN - No editing. The field is printed as it exists in the data field.
 - F\$ - Leading zeros are suppressed; commas are inserted; a floating dollar sign is inserted.
 - FS - Field is edited as a social security number.

DEFINING THE DATA SELECTION (QUERY) STATEMENTS

This section is optional with every report. If you omit the query statements from the report, CULPRIT will select and print desired data from every record in the working-file.

CULPRIT permits you to define a wide variety of query control statements. The primary statement is a test which determines whether the record you are reading is to be printed or not. This single statement type is adequate for a majority of queries you will be creating against your working-file. Should you have a need to prepare more complex reports or queries, you should contact your organization ADP coordinator or the Database Administration staff.

CULPRIT QUERY STATEMENTS



| Sequence Number | Process Instructions | 35 | 40 | 45 | 50 | 55 | 58 |
|-----------------|----------------------|----|----|----|----|----|----|
| 5 | START | | | | | | |
| 6 | COURSE - COST | | | | | | |
| 7 | H | | | | | | |
| 8 | 100 | | | | | | |
| 9 | DROP | | | | | | |

| | | | | | | | | | | | | | |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 5 | 7 | 8 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 58 |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|

[illegible][illegible][illegible]

| | | | | | | | | | | | | | |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 5 | 7 | 8 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 60 |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|

[illegible][illegible]

DEFINING THE DATA SELECTION (QUERY) STATEMENTS

1 REPORT NUMBER. Enter the number of the report you are preparing, ranging from "02" through "99".

2 SEQUENCE NUMBER. This field tells CULPRIT in what order query statements are to be executed. CULPRIT automatically sorts the query statements on this field so you can write statements and later insert another by using a sequence number between the two where the new statement is to appear. Sequence numbers "010" through "899" are available for your use. It is recommended that you add ten to each sequence number (10, 20, 30, etc.)

3 Enter the data name of the field you wish to test.

4 Enter the code for the type of test you wish made against the field.
Valid codes are:

- E - The field is equal to the test value
- N - The field is not equal to the test value
- L - The field is less than the test value
- H - The field is greater than the test value.

5 TEST VALUE. Enter the value which is used to test the selected data field. If the data field is numeric, the test value may be written as illustrated. If the data field is alphanumeric, the test value must be enclosed in single quote (') marks.

6 RESULT FUNCTION. This field tells CULPRIT what to do if the result of the test is true. Valid codes are:

- DROP - Discard the record. It will not be printed.
- TAKE - Accept the record and print it.

[illegible]

APPENDIX A

This appendix contains copies of all forms used by the working-file facility.

APPENDIX A

CTLA



| | |
|----|----|
| 10 | 25 |
|----|----|

[illegible]

| |
|--|
| |
| |
| |
| |
| |
| |
| |

CTLR

[illegible][illegible]

3

| | | | |
|---|---|---|---|
| A | Q | L | M |
| 1 | 2 | 3 | 4 |

[illegible]

| Security Classification | Handling |
|-------------------------|----------|
| 14 | 16 17 |

[illegible]

| | | | |
|---|---|---|---|
| A | Q | M | H |
| 1 | 2 | 3 | 4 |

[illegible][illegible]

FILE DELETION FROM NICOLS

| | | | |
|---|---|---|---|
| A | Q | L | D |
| 1 | 2 | 3 | 4 |

File Identifier

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

5 12

CAUTION: This will erase your entire Working-File
from the database.

GEN ☐ . WORKING-FILE DATA INPUT FORM

File Identifier

Record Identifier

[illegible]

Note: An asterisk (*) in any position of the input form will cause the corresponding position in the working-file record to be blanked out. Any other character in any position of the input form will be stored in the corresponding position in the working-file record, replacing the character that previously existed in that position in the record.

| | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|
| A | Q | M | | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | P | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | Q | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | R | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | S | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | T | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | U | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | V | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | W | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |
| A | Q | X | N | | | | | | |
| 1 | 2 | 3 | 4 | | | | | | |
| 29 | 35 | 40 | 45 | 50 | 55 | 60 | 65 | 70 | 75 |

GENERAL WORKING-FILE RECORD DESCRIPTION FORM

File Identifier

[illegible]

Record Identifier

[illegible]

THIS FORM IS FOR USE IN DEFINING
CULPRIT QUERY POSITION DEFINITIONS
IT IS NOT USED FOR DEFINING YOUR
DATA ENTRY FORMAT.

| | | | | | |
|-----|-----|-----|-----|-----|-----|
| A | Q | N | | | |
| 33 | 40 | 50 | 60 | 70 | 82 |
| 83 | 90 | 100 | 110 | 120 | 132 |
| 133 | 140 | 150 | 160 | 170 | 182 |
| 183 | 190 | 200 | 210 | 220 | 232 |
| 233 | 240 | 250 | 260 | 270 | 282 |
| 283 | 290 | 300 | 310 | 320 | 332 |
| 333 | 340 | 350 | 360 | 370 | 382 |
| 383 | 390 | 400 | 410 | 420 | 432 |
| 433 | 440 | 450 | 460 | 470 | 482 |
| 483 | 490 | 500 | 510 | 520 | 532 |
| A | Q | P | M | | |
| A | Q | Q | M | | |
| A | Q | R | M | | |
| A | Q | S | M | | |
| A | Q | T | M | | |
| A | Q | U | M | | |
| A | Q | V | M | | |
| A | Q | W | M | | |
| A | Q | X | M | | |

GENERAL WORKING-FILE - RECORD DELETION

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| File Identifier | | | | | | | | | |
| 5 | | | | | | | | | |
| 12 | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| Record Identifier | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | |

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| File Identifier | | | | | | | | | |
| 5 | | | | | | | | | |
| 12 | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| Record Identifier | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | |

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| File Identifier | | | | | | | | | |
| 5 | | | | | | | | | |
| 12 | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| Record Identifier | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | |

| | | | |
|---|---|---|---|
| A | Q | N | D |
| 1 | 2 | 3 | 4 |

| | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| File Identifier | | | | | | | | | |
| 5 | | | | | | | | | |
| 12 | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| Record Identifier | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | |

CULPRIT SORT AND TITLE STATEMENTS

Report
Number

2 3

(Duplicate columns 2-3 for each line coded)

Lines/ Total/
Page Detail

2 J 4 5

7 8

9

Report Sort Fields

16 20 25 30 35 40 45 50 55 61

Report Sort Fields continued

2 K 4 5

16

20 25 30 35 40 45 50 55 61

3 4

5 10 15 20 25 30 35 40 45 50 54

| Report Number | Line Type | Line Nbr | Carr Ctl | (Duplicate columns 2-5 and 10 for each line coded) |
|------------------|--------------|-------------|-------------|----------------------------------------------------|
| 2 | | | | 10 |
| 3 | | | | |

[illegible]

CULPRIT QUERY STATEMENTS

Report
Number

(Duplicate columns 2-4 for each line coded)

2

Sequence Number

Process Instructions

| | | | | | | | | | | | | | |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 5 | 7 | 8 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 58 |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|

[illegible]

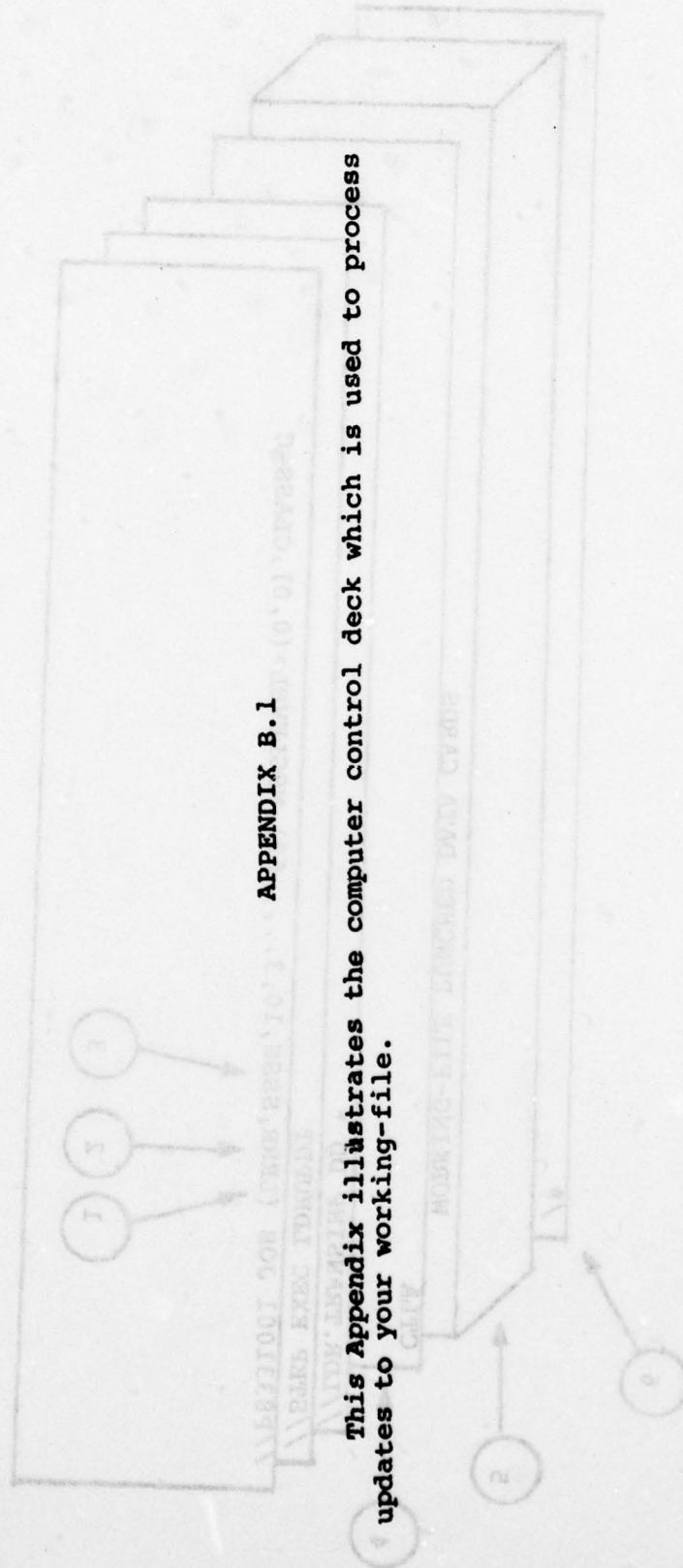
| | | | | | | | | | | | | | |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 5 | 7 | 8 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 | 50 | 55 | 58 |
|---|---|---|----|----|----|----|----|----|----|----|----|----|----|

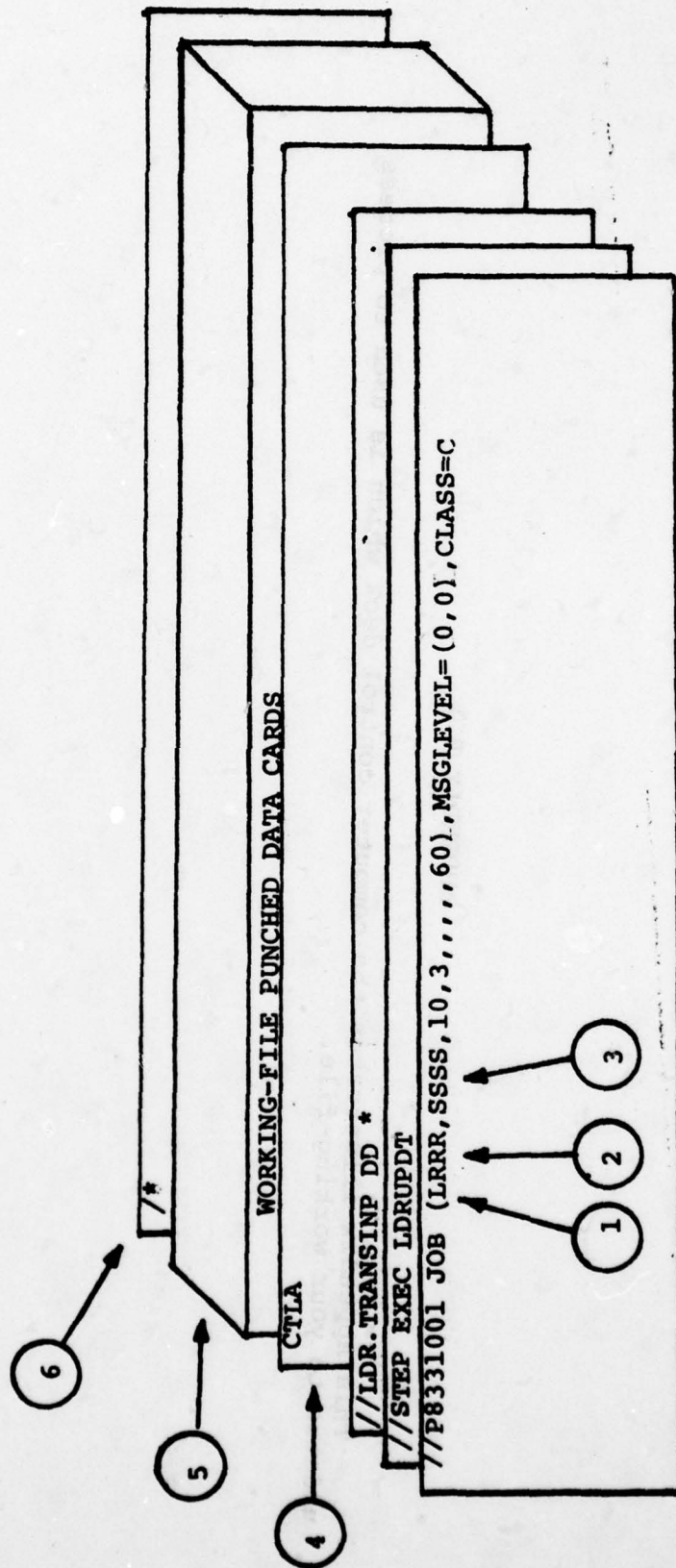
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 |
|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

[illegible][illegible][illegible][illegible]

APPENDIX B.1

This Appendix illustrates the computer control deck which is used to process updates to your working-file.





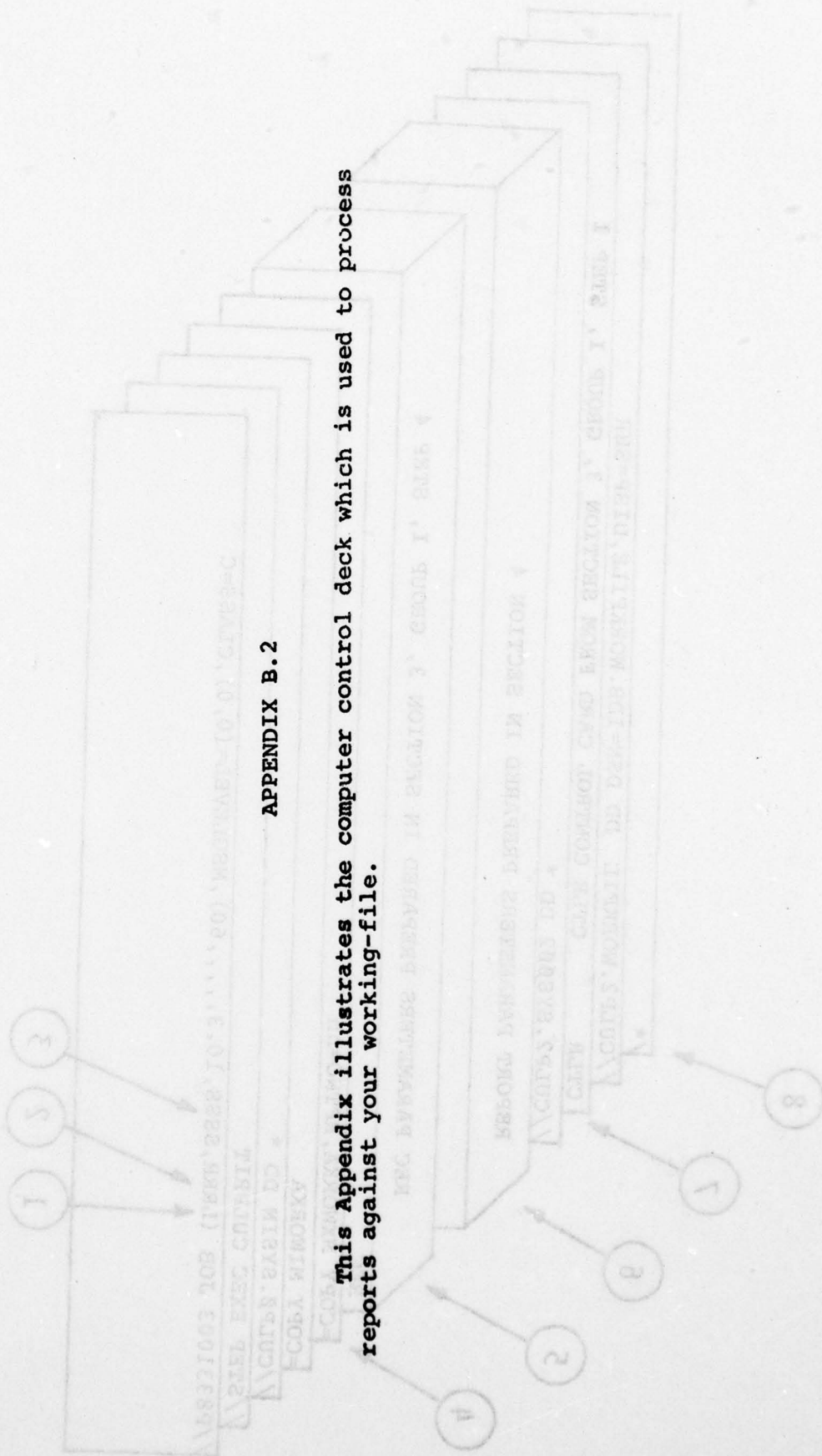
APPENDIX B.1 (WORKING-FILE MAINTENANCE)

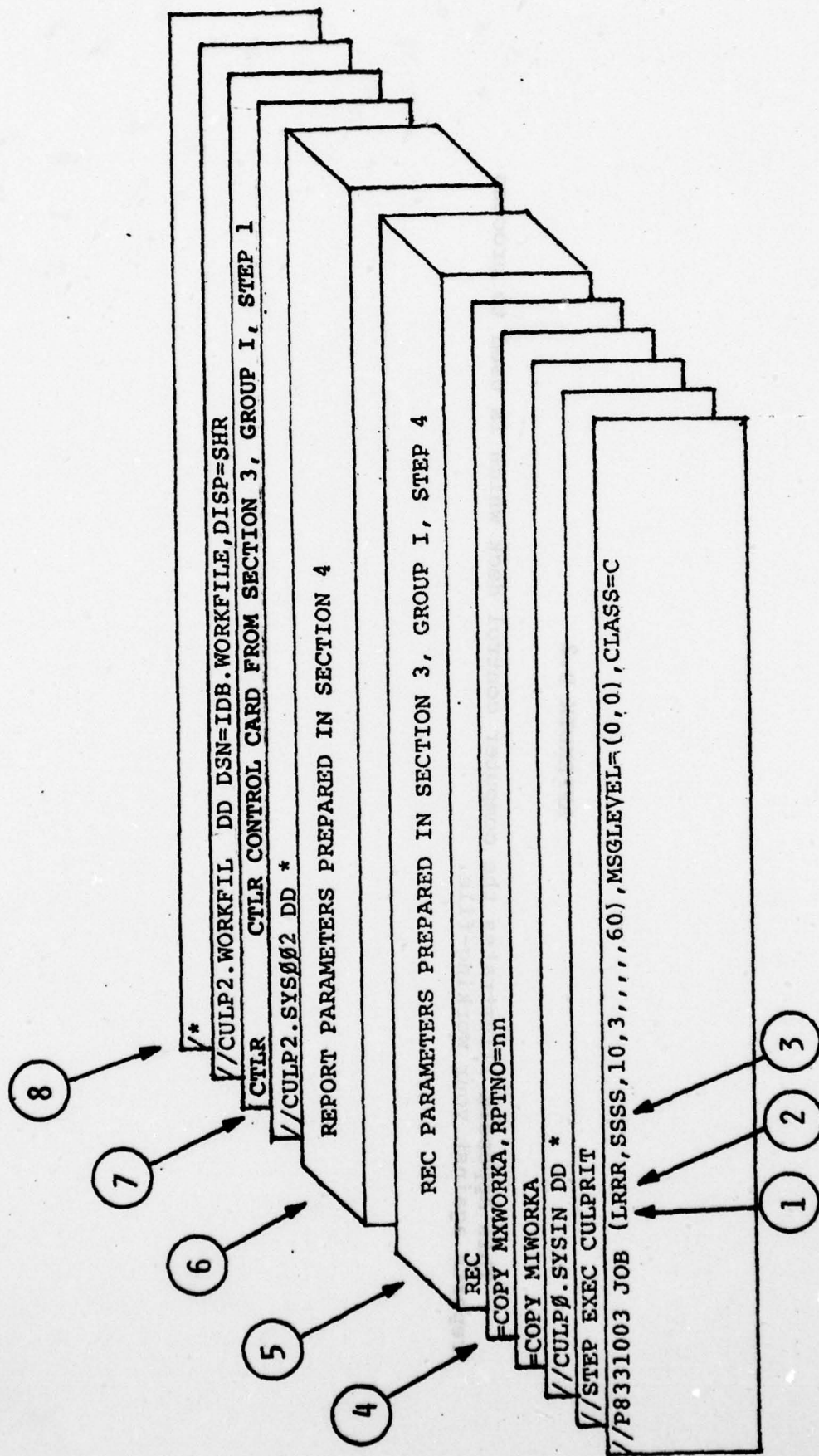
- 1 Replace the "L" with one of the following location codes:
 H - Hoffman Building S - FOB5 Suitland
 M - Ft. Meade F - Friendship Annex
 P - Pentagon T - FOB2 Suitland
- 2 Replace "RRR" with a routing code assigned by the Database Administration staff or your organization ADP coordinator
- 3 Replace "SSSS" with the last four characters/digits of your office location identifier.
- 4 Insert the CTLA card which you prepared as part of identifying you to the NICOLS system.
- 5 Insert working-file punched card data entries. Entry cards may be placed in any order. The NICOLS system organizes the data into the proper order prior to updating the database.
- 6 The last card in the computer control deck must have "/"* punched in the first two positions.

The "/"* in the first three cards of the computer control deck begin in the first two positions of the card.

APPENDIX B.2

This Appendix illustrates the computer control deck which is used to process reports against your working-file.





APPENDIX B.2 (WORKING-FILE RETRIEVAL)

- 1 Replace the "L" with one of the following location codes:

| | |
|---------------------|---------------------|
| H- Hoffman Building | S- FOB5 Suitland |
| M- Ft. Meade | F- Friendship Annex |
| P- Pentagon | T- FOB2 Suitland |

- 2 Replace "RRR" with a routing code assigned by the Database Administration staff or your organization ADP coordinator.
- 3 Replace "SSSS" with the last four characters/digits of your office location identifier.
- 4 Insert this card when you desire to print the security classification of the working-file on the top of your report. Change "nn" to the report number of the desired report.
- 5 Insert the REC parameters developed in Section 3, Group I, Step 4 here.
- 6 Insert the report parameters prepared in Section 4 here. Parameter decks for more than one report may be inserted. The decks should be placed so the first report to be produced is before the second, etc.
NOTE: If security classification is required for multiple reports, step 4 must be repeated for each report where security printing is desired.

A single card with "=COPY MXWORKFL" punched beginning in position 1 will generate the file list report.
- 7 Insert a CTLA control card which was prepared in Section 3, Group I, step 1.
- 8 The last card in the computer control deck must have a "/" punched in the first two positions.